

2.1.3 **RESPONDENT TEXT DATA DICTIONARY**

Introduction

The Respondent Text Data Dictionary is similar to the Item Data Dictionary in that it contains descriptive, as well as processing information about data items collected on the survey. The Respondent Text dictionary differs, however, in that it contains information for data items with textual responses, as opposed to numeric responses. Not all surveys have respondent text items, so all surveys will not have a Respondent Text Data Dictionary.

Accessing the Screen

- ! Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu.
- ! Click on the DATA DICTIONARIES button from the Survey Specifications Menu.
- ! Select the “Respondent Text Dictionary” option to display the following:

Figure 2.1.3a Respondent Text Data Dictionary Screen

Screen Features

The name of the survey and stat period are displayed at the top of the screen. The total number of existing items in the dictionary is also shown. Information contained in the Item Data Dictionary is divided into 4 sections: Header, Respondent Text Parameters, Descriptive Information, and Last Update Information. Variables contained in each section are described in detail below:

HEADER

Field Name	Definition	Possible Entries
RITEM	<p>! Represents a textual data element for a survey; an item usually represents response data from a questionnaire, but it can also represent other data related to the survey.</p> <p>! Value cannot exceed 5 characters.</p> <p>! Enter an item or click on the '➤' to display a pick list of items from which to choose.</p> <p>! All information displayed on the screen refers to the item specified in this field.</p> <p>! Users define the RITEM for their surveys.</p> <p>! When defining a new item: leading and embedded blanks are not allowed; only numerals 0-9 are allowed; alphabetic characters A-Z (upper case) and underscore characters are permitted.</p> <p>! There is a 1-to-1 relationship between the item name and the KEYCODE, and often they will be the same.</p>	10350, 34492, CSPEC
LABEL	<p>! Label which briefly describes the item specified in the "RITEM" field.</p> <p>! Maximum length of the label is 40 alphanumeric characters.</p>	"Specify type of business"
ISOURCE	<p>! Indicates the source of the item: item is collected on the form or item comes from some other source (e.g., SSEL, census)</p>	<p>F Item comes from the form</p> <p>S Item comes from some <u>other</u> source</p>

RESPONDENT TEXT PARAMETERS

Field Name	Definition	Possible Entries
FORM	<p>! Number of the form on which this item appears.</p> <p>! Form number may be remapped to a 2-digit code for use on the barcode.</p> <p>! If value for this field is <blank> or contains an asterisk '*', then this item appears on ALL survey forms.</p>	MA200, B-451, MQ23A
KEYCDE	<p>! Value from the form that is <u>keyed</u> and placed on the standard data output record.</p> <p>! There is a 1-to-1 relationship between the keycode and the respondent text item code, and often the two will be the same.</p>	080, 092
ITLINK	<p>! Indicates the field from the Item file to which this respondent text item is related.</p> <p>! This field may be blank if the respondent text item is <u>not</u> related to an item from the Item file.</p> <p>! It is possible for more than one respondent text record to link to the same item. If this is the case, then the same item specified in this field may also appear in the ITLINK field of another respondent text record.</p>	23001
SORTKEY	<p>! Specifies the order in which items will appear in the Respondent Text Review and Correction screen.</p> <p>! Items which are NOT assigned a sort key will be displayed in alphabetic or numeric order on the screen; if a sortkey is specified for some items, but not for all, those items that have a sortkey value specified will appear 1st.</p>	1, 2, 3, 4, 5, 6.....
REQFLG	Indicates whether this item must be reported in order for this case to be considered a valid "response".	blank Not required N Not required Y Required item

Field Name	Definition	Possible Entries
CORFLG	Indicates whether this item can be corrected in the Data Review and Correction module, and if so, by what level of user (U, P).	blank Assume value of 'U' N Item is not correctable U Regular user can correct P Only privileged user can correct
FWDFLG	Indicates whether the item <u>value</u> will be carried forward (copied) when the new statistical period Respondent Text file is created at Rollover.	blank Do not carry value forward N Do not carry value forward Y Carry value forward
BEGSTP	1 ST stat period that this item appeared in the survey.	199501, 1998A1, 1996Q2
ENDSTP	Last stat period that this item appeared in the survey; will be blank as long as the item is still active.	199501, 1998A1, 1996Q2

DESCRIPTIVE INFORMATION

Field Name	Definition	Possible Entries
QUESTION	Question from form associated with this item/keycode; cannot exceed 80 alphanumeric characters.	"What type of services did you provide in 1998?"
Description	Detailed description of the respondent text item. (e.g., if this item is only collected for certain stat periods, indicate which stat periods in the description)	Maximum of 800 alphanumeric characters (actually stored as 10 separate variables (DESCRP1-10) in the respondent text dictionary, each containing a maximum of 80 alphanumeric characters.)

LAST UPDATE INFORMATION

Field Name	Definition	Possible Entries
USRNME	Username of the person who last updated (interactively) any information for the specified RITEM.	Smith001
PRGNME	Name of the routine or program last used to update any information for the specified RITEM.	Valid program name
PRGDTM	Date/time that information for the specified RITEM was last updated.	12SEP97:03:19:49

2.1.3.1 ADDING RESPONDENT TEXT ITEMS TO THE DICTIONARY

To add an item to the Respondent Text Data Dictionary:

- ! Click on the EDIT p-menu.
- ! Select the “Add Ritem” option to display the following:

Figure 2.1.3b Add Item Screen

1. Enter the 5-character respondent text item code you wish to assign to the respondent text item.
2. Enter a label to briefly describe the respondent text item you are adding.
3. Enter the source flag for the respondent text item:

F Item on form
S Item from some other source (e.g., administrative data)

4. Click on “OK”.

- ! A message will display indicating that the “ritem” has been added to the dictionary. You

will be prompted to enter additional information regarding the respondent text item.

- ! Enter all necessary information.
- ! Once you have entered all information, click on the EDIT p-menu.
- ! Select the “Apply corrections” option or press ‘F2’ to save the changes.

NOTE: When adding a new respondent text item to the dictionary, you may copy information from an existing item record. This is useful if much of the information for the new item being added, will be the same as that of the existing item.

To copy an existing item, enter the 5-character item code (of the item you want to copy), in the “RITEM” field. Click on the EDIT p-menu and select the “Duplicate Ritem” option. You will be prompted to enter a new, unique item code for the item being added.

Once you have entered the new item code, you will be returned to the Respondent Text Data Dictionary screen. The newly added item will be displayed. You can now make any additional changes to the respondent text item record.

2.1.3.2 UPDATING RESPONDENT TEXT ITEMS IN THE DICTIONARY

To update information for an existing respondent text item in the dictionary:

- ! Enter the item you wish to update in the “RITEM” field.
- ! Tab to the field you wish to update.
- ! Enter the new information. (Click on the ‘➤’ to display a pick list of valid values from which to choose.)
- ! Once you have entered all information, you may save the changes by:
 1. Selecting the “Apply corrections” option from the EDIT p-menu, or
 2. Pressing ‘F2’.

2.1.3.3 DELETING RESPONDENT TEXT ITEMS FROM THE DICTIONARY

To delete a respondent text item from the dictionary:

- ! Enter the item you wish to delete in the “RITEM” field.
- ! Click on the EDIT p-menu.
- ! Select the “Delete Ritem from dictionary” option.
- ! A confirmation message will display to verify that you want to delete the item from the dictionary.
- ! Click on “Yes” to delete the respondent text item (or “No” should you decide NOT to delete the item).

2.1.1.4 SORTING THE DICTIONARY

Dictionary items appear in the file in the order in which they were entered. New respondent text items are appended to the end of the file. To sort the dictionary numerically or alphabetically:

- ! Click on the EDIT p-menu.
- ! Select the “Sort dictionary by Ritem” option.
- ! If you have numeric item names, the items will be sorted in numeric order. If you have alphabetic item names, the dictionary will be sorted in alphabetic order. If you have both numeric and alphabetic items, the numeric ones will be included in the sort first, followed by the alphabetic items.

2.1.1.5 RENUMBERING THE SORT KEY

The variable “Sortkey” is used to specify the order in which respondent text items will appear in the Data Review and Correction screens. To maintain the integrity of the screen, the same sort key may not be used for more than one item. This may pose a problem if you want to add a new item to the dictionary and the sortkey you wish to assign to it already exists for another item.

Previously, you would have had to change all of the sortkeys manually. To alleviate this problem, StEPS allows you to enter a decimal value in the sortkey field and then provides an option that will allow you to renumber the “sortkey” value for all items, to a whole number. Consider the following scenario:

- S** You have 2 existing items in the dictionary: 22223 and 22229. One has a sortkey of '10' and the other a sortkey of '11'.
- S** You add a new item (22225) and you want it to appear in between Items '22223' and '22229' in the Data Review and Correction screens.
- S** You can assign the new item a sortkey of '10.5'.
- S** Click on the EDIT p-menu and select the "Renumber sortkeys". This will re-number the sortkey for all items in the dictionary to whole numbers.
- S** The sortkey for the newly added item will now be '11' and the sortkey for all succeeding items will be incremented by '1'.

2.1.3.6 PRINTING THE DICTIONARY

To print a copy of the Respondent Text Data Dictionary:

- !** Click on the UTILITIES p-menu.
- !** Select the "Print" option.
- !** You will be presented with 2 options: 1) Print the Ritem currently displayed on the screen or 2) Print the entire dictionary. Choose the desired option.
- !** A hard copy of the dictionary item(s) will be sent to your PC printer.

P-Menus

P-Menu	Options	Function
EDIT	Apply corrections (F2) Cancel Delete Ritem from dictionary Add Ritem Duplicate Ritem Sort dictionary by RItem Renumber sortkeys	Apply corrections to database Cancel changes made to an item in the dictionary Delete respondent text item from the dictionary Add a new respondent text item to the dictionary Copy information from an existing item, when adding a new respondent text item to the dictionary Sort the dictionary by item (numeric or alphabetic sort) Renumber the "sortkey" field for all items in the dictionary
UTILITIES	Next Ritem (F5) Previous Ritem (F4) View Respondent Text Dictionary using the Browse Utility Print ► Print this item Print entire dictionary	Access next respondent text item in dictionary Access previous respondent text item in dictionary View Respondent Text Dictionary data set (PARMLIB.RTDICT) using the StEPS browse utility Send a hard copy of the respondent text dictionary to your PC printer.
HELP	Respondent Text Dictionary Help (F1) WhoamI (F7)	Display HELP information on using the Respondent Text Data Dictionary screen Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen